

Report Date: 19 Nov 2015

Summary Report for Individual Task
805C-42B-6116
Prepare Correspondence as an S-1 Staff Officer
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: As an S-1 Staff Officer, given a draft memorandum, a personal computer system loaded with word processing software, AR 25-50 (Preparing and Managing Correspondence), and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: Prepare, save, and print a properly formatted memorandum that is free of errors for signature, distribution, and filing.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are responsible for preparing and reviewing all staff correspondence.

<div>DANGER</div> <div>None</div>
--

<div>WARNING</div> <div>None</div>

<div>CAUTION</div> <div>None</div>

Remarks: None

Notes: None

Performance Steps

1. Type all of the elements appropriate to preparing a memorandum and letter.

- a. Letterhead.
- b. Suspense date (if applicable).
- c. Office symbol.
- d. Army Records Information Management System record number.
- e. Date.
- f. MEMORANDUM FOR addressee(s).
- g. SEE DISTRIBUTION addresses format (if applicable).
- h. MEMORANDUM THRU-FOR addresses (single or multiple).
- i. Subject Line.
- j. Body (text).

(1) Reference(s) in first paragraph (when used).

(2) Writer's identification (point of contact) and address (if necessary) in the last paragraph of the correspondence.

- k. Authority line (if required).
- l. Signature block.
- m. Enclosure listing (if applicable).
- n. Distribution listing (if applicable).
- o. Copy(ies) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).
- p. Page number (second and subsequent pages only).
- q. Classification markings/handling instructions (if applicable).

2. Prepare the memorandum in the proper format.

- a. Font: Arial, point size: 12
- b. Placement of the elements.
- c. Margins (left, right, top, and bottom).
- d. Spacing (horizontal/vertical).

e. Paragraphing.

(1) Spacing within the paragraph(s).

(2) Spacings between paragraphs.

(3) Indention.

(4) Division/subdivision.

(5) Identification (number, letter, etc.).

f. Type a continuation page of a memorandum (if required) on a second and subsequent pages, using the appropriate elements and proper format.

g. Prepare a memorandum in sufficient copies for proper distribution and filing.

h. Use correct spelling, capitalization, abbreviations, and punctuations.

i. Mark all enclosures as required.

j. Assemble (and protect with the appropriate cover sheet when required) a completed memorandum and all associated materials in proper sequence and staple where/when necessary.

Note: Cover sheets are used.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Typed all of the elements appropriate to preparing a memorandum and letter.			
2. Prepared the memorandum in the proper format.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-30	ARMY PUBLISHING PROGRAM	Yes	No
	AR 25-50	Preparing and Managing Correspondence	Yes	Yes
	AR 25-59	OFFICE SYMBOLS	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk

Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
05-1-0012	Plan Engineer Countermobility Operations	05 - Engineers (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
420A - Human Resources Technician - WO1/CW2	Warrant Officer	MOS: 420A, Skill Level: WO1, Duty Pos: USI